



## **PLANNING TECHNICIAN I/II**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of technical duties involved in providing technical assistance and support to the professional planning staff; and to do basic technical and statistical research.

### **Distinguishing Characteristics:**

**Planning Technician I** - This is the entry level class in the Planning Technician series. This class is distinguished from the Planning Technician II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Planning Technician II** - This is the full journey level class within the Planning Technician series. Employees within this class are distinguished from the Planning Technician I by the performance of the full range of duties as assigned including skilled drafting and design graphics. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are expected to work independently, exercising judgment and initiative, and to assist in the supervision and training of less experienced personnel. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside, require prior work experience directly related to area of assignment.

### **Supervision Received and Exercised:**

#### **Planning Technician I**

Receives immediate supervision from higher level planning staff or from other supervisory or management staff.

#### **Planning Technician II**

Receives general supervision from higher level planning staff or from other supervisory or management staff.

May exercise functional and technical supervision over less experienced technical staff.

*Effective November 1988*

*Reviewed August 1995*

*Range adjustment May 2004*

*Experience Guidelines June 2004 – added related field to both levels. Updated responsibilities.*

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist the professional planning staff by providing computer-based demographic and land use information; assist the public in matters relating to demographics and land use.
- May research information and prepare materials for presentations at public hearings for commissions, boards and City Council.
- Provide information and assistance with City codes, land development regulations, zoning issues, application process, and procedural issues; research and respond to customer concerns and initiate problem resolution.
- Write staff reports for current planning; research history of projects; prepare attachments.
- Assist in the General Plan amendment process; research General Plan issues.
- Perform field surveys to review sites of specific projects as assigned; participate in pre-application, interdepartmental, and review board meetings.
- Maintain comprehensive and current knowledge of applicable laws and regulations.
- Enter and maintain information into computer system.
- May provide lead supervision to lower level staff; monitor workflow; review completed assignments.
- Participate in a variety of meetings as necessary.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

CITY OF TEMPE  
Planning Technician I/II (continued)

**Experience:**

**Planning Technician I**

Some technical planning, architectural, engineering experience, or experience in a related field is desirable.

**Planning Technician II**

Two years of directly related planning, architectural, engineering experience, or experience in a related field.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by courses in planning, statistics, drafting, and graphic design or a related field.

**Licenses/Certifications:**

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 5041/5042**

**Salary Range: 18/26**

**FLSA: Non-Exempt**